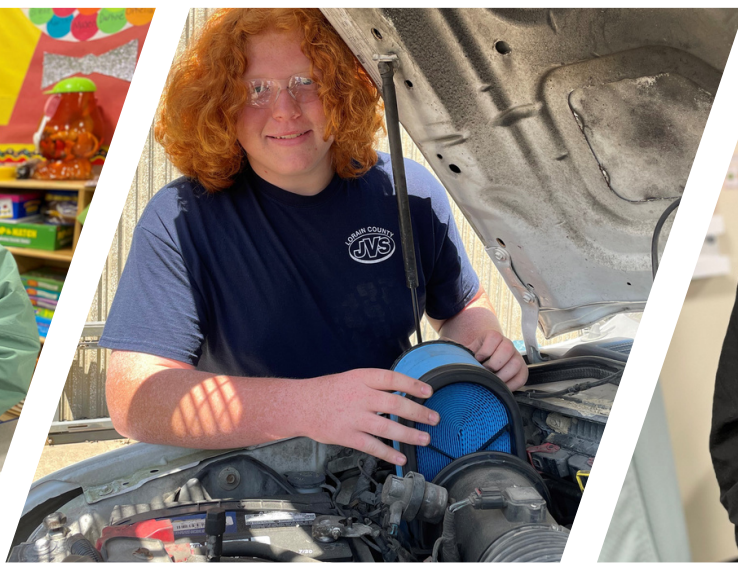




Work-Based Learning Guide



What is Work-Based Learning?

Official Definitions from Ohio Department of Education

Federal law defines work-based learning as “sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that fosters in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.”

Beginning as early as grade 9, students should accumulate 250 hours of work-based learning aligned to their programs of study or their student success or graduation plans, with evidence of positive evaluations. Students may accumulate hours across multiple types of work-based learning experiences.

So what does that mean, exactly?

Work-based learning is when students spend time with professionals from different fields either at real workplaces or in school environments designed to look like workplaces.

This helps students gain hands-on experience in the skills required for a particular career. These experiences are related to what they learn in their programs and continue throughout high school.

Between 9th and 12th grade, students should collect 250 work-based learning hours. These hours need to align with their programs and come with positive evaluations. Keep in mind that these hours can come from various types of work-based learning opportunities!

Types of Work-Based Learning

Off-Site Placement or Internship

Student is a paid employee or a non-paid intern at a company or a community partner. This type of work-based learning happens away from the school and can be during school hours or when school is not in session.



Early Job Placement

Summer Internship

After school employment

School-Based Enterprise

Students work together to run a business or service. The school provides facilities, resources, and equipment. The students do tasks and show the skills needed for the business, following a plan they create with help from the instructor and an outside business mentor. This type of work-based learning usually happens while school is in session.



Buckeye Room

COS Salons

Bakery Cafe

Annual Plant Sales

Simulated Work Environment

Students work in a simulated setting. They do tasks and show the skills needed for a certain job. The school or an outside source can provide facilities, resources, and equipment. Students should have the opportunity to practice interaction with customers or community members. This can happen during school hours or when school is not in session.



JTP Internal Store

Class off-site experiences

Types of Work-Based Learning

Remote or Virtual Placement

Student becomes a paid worker or unpaid intern for a business or community partner. But here, work-based learning usually happens away from the actual workplace. This kind of work can be done during school hours or when school is not in session.

Entrepreneurship

Student runs their own business or service. The student does tasks and shows the skills needed to run the business, based on a plan they create with help from the instructor, educational supervisor, and an outside business mentor. This work can happen during school hours or when school is not in session. Planning before starting the business doesn't count as a work-based learning experience.

Apprenticeship/Pre-Apprenticeship

Student joins work-based learning experiences for specific jobs or industries. This helps them get ready for formal registered apprenticeship training programs. Pre-apprenticeships follow recognition procedures as outlined by ApprenticeshipOhio, Ohio's State Apprenticeship Council.

Work-Based Learning Examples

Off-Site Placement

Nathan is a sophomore pilot student in Landscape and Greenhouse Management. After working with his lab instructor, he is approved for early job placement and will be replacing lab time by working at Petitti's.



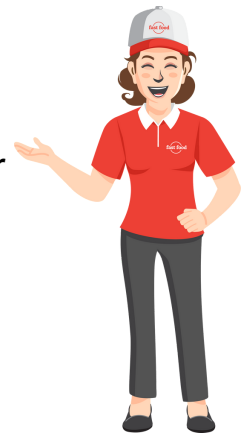
Off-Site Placement

Sara is a Precision Machine Technology student. She didn't meet the qualifications for the Summer Internship program, but Swagelok offered her a summer job on their manufacturing floor. She worked with her instructor to put a learning agreement in place and is able to work under the supervision of a workplace mentor in her trade over the summer.



Off-Site Placement

Ava is a 9th grader in the Connections Academy - Healthcare cohort. She went to career services and got an approved minor work permit so she can work at McDonald's after school. Since the 9th grade program focuses on building soft skills and workplace readiness, the hours she works at McDonald's will count towards work-based learning hours.



Does NOT count towards Work-Based Learning hours

Ben is a 12th grade student in Cosmetology. He went to career services and got an approved minor work permit so he can work at Giant Eagle after school and on the weekends. Since Ben is already enrolled in a two-year career tech pathway, and his work at Giant Eagle is not related to his trade, the hours he works at Giant Eagle **will not** count towards work-based learning hours.



Work-Based Learning Examples



School Based Enterprise

The 9th grade Connections Academy - Community Service students created their own omelette business. They work to promote, sell, and cook omelettes for Lorain County JVS staff members during the school day.

Simulated Work Environment

The second-year Public Safety students are going to EHOVE with their instructor to work on a live burn simulation. Mentors from the Columbia Station Fire Department will be on-site and advising students on best practices and safety procedures.



Off-Site Placement

Tony is a senior in the one-year Career Based Intervention program. He is coming to Lorain County JVS for his academic classes and then leaves to work at Planet Fitness. He is maintaining this employment as part of his CBI program requirements.



Does NOT count towards Work-Based Learning hours

The first-year Marketing and Entrepreneurship students are required to build out a business plan for an upcoming class project. This project is part of the standard curriculum and does not involve the participation of a business mentor or a learning plan. It does not count towards work-based learning hours.

Off-Site Placement: Early Job Placement

Eligible students can work during their program's lab time, up to 100 half-days or 50 full-days in their senior year, according to their program schedule.

Before starting early job placement, both students and their employers need to agree on a Learning Agreement. This document outlines the tasks and responsibilities of the job.

Taking part in early job placement is a special opportunity. Students might not be allowed to join if they have bad grades, poor attendance, or have been in trouble. Each student will be considered individually.

After students are approved for early job placement, they must sign out with the Attendance Office before leaving Lorain County JVS.

Early Job Placement Requirements for 2nd Year in career tech pathway

Starting from October 9, 2023:

- Complete a successful Summer Internship.
- Maintain an A average in Lab and a B average or better in each academic class.
- Have no more than three unexcused absence days (equivalent to 18.39 hours).
- Lab instructor recommendation
- Complete a signed learning agreement.
- Be on track for graduation and have all fees paid or a payment plan set up.

Starting from January 16, 2024:

- Successfully complete 2 semesters in the same career tech lab.
- Maintain a B average in lab and a C average or better in each academic class.
- Have no more than eight unexcused absence days (equivalent to 49.04 hours).
- Lab instructor recommendation
- Complete a signed learning agreement.
- Be on track for graduation and have all fees paid or a payment plan set up.

Early Job Placement Requirements for 1st Year in Career Tech Pathway

Students must be a Summer Internship candidate to be eligible for 1st year placement privileges; however, 1st year placement is not a requirement of the Internship Program. Each student will be looked at on an individual basis; administrative discretion may be used.

Off-Site Placement: Summer Internship

The Summer Internship Program is an on-the-job, paid summer training experience for high school students, after the 1st full year of a CT program, for which a student earns 1.5 school elective credits. The goal of the Summer Internship Program is to enhance student competencies and develop additional skills that strengthen personal qualities important in the workplace.

Summer Interns are paired with a trained mentor from the company they are working for. A LCJVS Job Coach will also visit the student at the worksite several times during the Internship.

The application process is selective and students must meet the following criteria to be considered for an Internship:

- Completed Summer Internship Application
- Resume
- Valid driver's license or approved, reliable transportation
- A maximum of 7 days (42.91 hours) unexcused absence allowed through the 3rd 9-week grading period.
- Students must have earned an overall 2.5 cumulative GPA and have earned a cumulative 3.0 GPA in lab by the end of the third grading period.
- Students must be considered "on track" for graduation.
- Students 5 days or less OSS may be considered for the internship with review and approval by the Principal and/or Assistant Principals.
- All fees must be paid in full or a payment plan must be established

How can Industry Partners Participate?

Industry partners that are interested in fostering a relationship with Lorain County JVS can participate in several activities. Each activity contributes to promoting effective opportunities for students to learn skills they can use in their career journey.

Advisory Committee

Collaborate with lab instructors to develop experiences and curriculum that aligns with current and future-facing industry needs

Work-Based Learning

- Off-Site Placement/Internship
- School Based Enterprise
- Simulated Work Environment
- Remote/Virtual Placement
- Entrepreneurship
- Apprenticeship/Pre-apprenticeship

In-House Events

- CTSO
- Mock Interviews
- Demos
- Recruitment events
- Career Fairs

Lab Experiences

- Lab Visit
- Shadowing
- Field Trip
- Student Site Visit
- Donations and Sponsorships

Who to contact for help



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